



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY J-33
REFER TO PROCLTR 02-15

AUG 14 2002


MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Business Systems Modernization (BSM) Solicitation and Response Web (SRweb)
and Offer Evaluation Web (OEweb) Provisions

The purpose of this PROCLTR is to implement SRweb and OEweb provisions applicable to BSM simplified acquisition procedures procurements and incorporate them into the Defense Logistics Acquisition Directive (DLAD).

These provisions will provide offerors visibility into both the solicitation and evaluation process under the SRweb and OEweb BSM subsystems, respectively. Of particular note is the information that quoting after the solicitation return/date time is not possible under SRweb. Therefore, late quotes will not be considered for award despite some regulatory flexibility to do so. This may reflect a change in practice for some activities.

This PROCLTR is effective immediately and expires upon incorporation of the coverage into the DLAD. If you have any questions regarding this matter, please contact Mr. Frank Pane of my staff. He may be reached at either (703) 767-1461 (DSN 427) or francis_pane@hq.dla.mil.


For CLAUDIA S. KNOTT
Executive Director
Acquisition, Technical and Supply

Attachments



SUBPART 13.1 - PROCEDURES

13.106-1(90) *Solicitation and Response web (SRweb) quoting.*

The provision at 52.213-9005 shall be used in all BSM solicitations at or below the simplified acquisition threshold that are posted on the SRweb.

13.106-2 *Evaluation of quotations or offers.*

(b) Evaluation procedures.

(91) The provision at 52.213-9006 shall be used in all BSM solicitations at or below the simplified acquisition threshold that are to be evaluated under the Offer Evaluation web (OEweb).

52.213-9005 SRweb Quoting Information

As prescribed in DLAD 13.106-1(90), insert the following provision in solicitations:

SRweb Quoting Information (AUG 02) - DLAD

- (a) **SOLICITATIONS ON SRWEB:** This provision applies to all Requests for Quotations (RFQs) that are posted on SRweb (Solicitation and Response web).
- (b) **SUBMISSION OF QUOTES:** Quotes, and any revisions, must be submitted electronically on SRweb at www.dla.mil/bsmweb prior to the solicitation return date and time for all Requests for Quotations (RFQs) posted on SRweb. Quotes received by other means, such as fax, email, or US mail, will not be considered for award.
- (c) **RETURN DATE AND TIME:** If no time is specified in the solicitation, the time for receipt of quotes is 5:00 P.M. Eastern Time on the Return date.
- (d) **HOW INTERRUPTIONS AFFECT RETURN TIME AND DATE:** If an emergency or unanticipated event interrupts normal Government processes so that quotes cannot be submitted on SRweb at the close of a solicitation, the return date/time will be extended. Notice of the extension will be provided on the SRweb home page. A vendor's inability to submit a quote caused by failure of a vendor's hardware, software, Internet Service Provider, or the World Wide Web itself, is not cause for extension of a solicitation.
- (e) **LATE QUOTES:** Quoting is not available on SRweb after the solicitation return date/time; therefore, "late" quotes will not be considered for award.
- (f) **QUOTE REVISIONS:** Quotes may be revised on SRweb prior to the solicitation return date/time by using the SRweb submitted quote search and clicking the edit button. Quote revisions will overlay previously submitted quotes on the same solicitation in the Government database.
- (g) **REQUOTE ON SOLICITATION AMENDMENTS:** When a solicitation is amended, any vendor who previously submitted a quote will receive an email notification that the solicitation has been amended. In order to be considered for award the vendor must requote on the solicitation amendment. Quotes submitted prior to the amendment will not be considered for award.
- (h) **QUOTE WITHDRAWAL:** Quotes may be withdrawn prior to the return date/time by using the SRweb "submitted quote" search and clicking the "delete quote" button. After the return date/time has passed, vendors must contact the buyer to withdraw their quote(s).
- (i) **FAST AWARD SOLICITATIONS:** A Fast Award icon **F** on the SRweb "search results" screen identifies Fast Award Solicitations. These solicitations may be awarded prior to the solicitation return date/time. Commencing at 5:00 P.M. four business days after the issue date, and continuing every day thereafter at 5:00 P.M. until the return date, all quotes will be evaluated by DLA's automated evaluation program (OWeb) for an early award. Therefore, quotes should be submitted as soon as possible on Fast Award Solicitations. **NOTE:** Award will not be made prior to the return date/time on solicitations that have not been designated as Fast Award Solicitations without a documented urgency.
- (j) **AUCTION SOLICITATIONS:** A gavel icon on the SRweb "search results" screen identifies Auction Solicitations. Prices and other factors that could affect price evaluation (inspection and acceptance point, surplus, Buy American) are publicly displayed for all bids without exception (note: large business quotes above \$2500 are not displayed on auction

solicitations set-aside for small business). Bidders remain anonymous and have the opportunity to lower their quotes up until the auction closes (the return date/time) in the hope of receiving the award. For additional help on auctions solicitations, refer to the SRweb User's Guide located on left sidebar under SRweb links titled "help".

(End of Provision)

52.213-9006 OEweb Evaluation Information

As prescribed in DLAD 13.106-2(b)(91), insert the following provision in solicitations:

OEweb Evaluation Information (AUG 02) - DLAD

(a) AUTOMATED EVALUATION: All solicitations beginning with "SPE" are candidates for award under DLA's automated evaluation program called OEweb (Offer Evaluation web). The program uses price logic and other automated filters to make fully automated and buyer assisted automated awards \$100,000 or less. A purchase order beginning with "SPE" denotes an order issued by the automated evaluation program.

The automated evaluation only considers "qualified quotes" for award. Qualified quotes are in exact compliance with the solicitation requirements (bid type equal to "bid without exception"), and are submitted on SRweb. "Qualified quotes" must be all or none.

- (1) The following are not, by themselves, considered exceptions to the solicitation requirements and will not make a quote ineligible for an automated award:
 - (i) Quoting delivery different than the required delivery days;
 - (ii) Quoting origin inspection on solicitations requiring destination inspection;
 - (iii) Quoting a superceding or previously approved part on an item described by manufacturer's CAGE and part number;
 - (iv) Quoting other than a domestic end product on an unrestricted solicitation;
 - (v) Quoting a hazardous item; and
 - (vi) Quoting a surplus item.
- (2) The following are considered exceptions to the solicitation requirements and will make a quote ineligible for an automated award:
 - (i) Quoting an alternate product or otherwise taking exception to the solicitation's item description;
 - (ii) Exceptions to packaging requirements;
 - (iii) Exceptions to FOB terms;
 - (iv) Quoting destination inspection on a solicitation requiring origin inspection;
 - (v) Exceptions to required quantity.

(b) AUTOMATED EVALUATION FACTORS: The automated evaluation program evaluates all qualified quotes and does not consider quantity price breaks. Price evaluation factors are added to the total quoted price in the following instances:

- (1) \$250 for quoting origin inspection when the Government's requirement is for destination inspection (see DLAD 52.213-9001);
- (2) \$200 for quoting surplus material on non-critical items; \$700 for quoting surplus material on critical items (see DLAD 52.211-9003);
- (3) The Buy American Act (BAA) places restrictions on the purchase of supplies that are not domestic end products. As such, vendor offers may be subject to the application of a 50% price evaluation factor. Offerors should consult the appropriate clause in Section I of this solicitation for applicability. Note that the BAA does not apply to any procurement whose total value is less than or equal to \$2500;
- (4) A delivery evaluation factor (DEF), if specified in any DEF provision/clause in this solicitation.

(c) TIE QUOTES: If prices are tied, qualified quotes offering a domestic end product will receive the award over a quote offering a non-qualifying country end product. If domestic end product quotes are still tied, small businesses are selected over large businesses. If prices are tied on small business quotes offering domestic end products, the automated evaluation program selects the qualified quote with the shortest delivery. (If a quote contains different deliveries for multiple line items the automated evaluation program uses the average of the delivery periods.) If prices and delivery are tied, the automated evaluation program uses the first quote in as the tiebreaker.

(d) MANUAL EVALUATION: If there are no qualified quotes, or the automated evaluation program is unable to make an award, the requirement will be evaluated and awarded manually (denoted by an "SPM" in the first three positions of the purchase order procurement identification number).

(e) MANUAL EVALUATION FACTORS: If the requirement is evaluated manually, price, delivery, and past performance will be considered. Delivery evaluation factors (DEF) and automated best value scores (ABVS) may be used, if specified in other solicitation provisions.

(f) ALTERNATE PRODUCTS: For part numbered items, offers of alternate product will not be evaluated for the current procurement. Instead, offerors should submit requests for evaluation of alternate products for future procurements as specified in 52.217-9002 (Section L).

(End of Provision)